

CONFIDENTIAL

Approved For Release 2001/08/10 : CIA-RDP55-00001A000100160092-8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 26 July 1951

25X1A9a

FROM : [REDACTED]

SUBJECT: Weekly Report (19 July-26 July)

25X1A

During the past week the following projects have been worked on by the Psychological Staff of OTR:

25X1A9a

1. The study of the Assessment Staff of TRD has been done. Dr. [REDACTED] has now completed his entire survey, which included conferences with those units of the Agency which are either involved or interested in testing and assessment procedures. He has held conferences with members of the Testing and Training Branch of the Office of Personnel, members of the Personnel Procurement Division, FDD, the Medical Division, the Office of Communications, and the Assessment Staff of TRD. He will work on his report during the month of August and expects to have it in final form in September. Dr. [REDACTED], also 25X1A9a of [REDACTED] who will assist Dr. [REDACTED] in carrying out psychological 25X1A9a duties, is awaiting security clearance. It is assumed that he will be ready for duty with us in the early part of September.

25X1A

2. Approval has been received from the Chief of the Bureau of Naval Personnel for liaison between the Psychological Staff of OTR and the Classification and Survey Branch of the Bureau of Naval Personnel.

25X1A

3. Research work on the prediction of language proficiency continues. There has been a high degree of correlation between predictions from aptitude tests and proficiency in the Russian Language courses. Since the predictions were high, especially for those who failed to meet the [REDACTED] standards of learning, Dr. [REDACTED] has requested that the aptitude tests serve as a basis for entrance. 25X1A9a Therefore, on Friday, 27 July, the various aptitude tests given to applicants for the Russian courses will be scored immediately and the results made available to Dr. [REDACTED]. An applicant who obtains a 25X1A9a poor rating in the three basic tests (Language Aptitude, Verbal Intelligence, and Mental Speed) will not be recommended for Russian Language instruction by [REDACTED]. This procedure has been approved 25X1A9a by the Director of Training.

4. Considerable amount of thought and discussion has been given by the undersigned to the best way to combine testing and assessment services of the Agency so that there will not be wastage and duplication. These ideas will be made known, particularly to the Management Team, which is about to survey the relationships

100 NO. 17979
IN CLASS. X
NEXT REV. DATE 89
NO. PCS 3
REV CLASS C
AUTH: HR 703
DOC NO. 91 NO CHANGE
TO: TS S C RET. JUST. 22
B29 3 TYPE DOC. 02
C COMP 4 OP/LL ORG CLASS. C

CONFIDENTIAL

CONFIDENTIAL

- 2 -

between TRD and OTR.

5. Close working relationships continue to be maintained by this Staff with the Personnel Procurement Division. Conferences have been held with members of that Division to assist them in the training of personnel recruiters.

25X1A9a

6. A pre-instruction and post-instruction testing battery, consisting of tests for English Usage, Punctuation and Capitalization, and Spelling, has been arranged for Miss [REDACTED] in her clerical refresher courses. In connection with this project, it has been necessary to begin the restandardization of norms on these tests to provide for short tests of 10 to 20 minutes each, since too much time can not be devoted to testing because only a very few hours are devoted to instruction on the different subjects.

25X1A9a

7. Lt. [REDACTED] continues to assist this Staff in the administration of tests for UTGA, Russian Language students, and Professional Trainees. He is, also, supervising the scoring of tests by members of the uncleared pool. Names do not appear on the test papers, which makes it possible for us to take advantage of the man-power resources of this pool.

25X1A5a1

8. During the past week, an evaluation report has been prepared and it is now in use for graduates of the Russian Language School at [REDACTED]. These evaluation reports are sent to the Training Liaison Officers and to the Personnel Division; a copy is kept in the Office of Training. The form for the evaluation reports for the UTGA Group has been agreed upon and will be put into effect, according to Mr. [REDACTED] very shortly.

25X1A9a

25X1A9a

9. The aptitude scores of the first Professional Trainee Group have been compiled and summarized and presented to the Director of Training. Copies of this Summary will be provided to Dr. [REDACTED] and to Dr. [REDACTED] to assist them in their training and guidance of the trainees.

25X1A9a

10. The Training Branch of the Office of Communications is interested in obtaining help and advice from the Staff for the establishment of aptitude tests which will not only differentiate the better from the poorer commo students, but also help them to select students who can be developed into instructors. As soon as help is available, assistance will be given to them.

11. Much time has been devoted during the past week to a critical examination of the procedures and concepts embodied in your

CONFIDENTIAL

report on the Career Program, preparatory to its distribution to the Assistant Directors in the Agency. A number of revisions have been made which should improve the working effectiveness of this Program, particularly in reference to the selection and evaluation procedures for applicants, trainees, and candidates.

25X1A9a

12. The Psychological Staff is still far behind in its work and many projects have either had to be delayed or postponed, but the addition of Miss [REDACTED] and the assistance of Mrs. [REDACTED] have helped 25X1A9a materially during the past few weeks to prevent too serious a backlog of work.



25X1A9a